

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. c1103

Page 1 of 1

Agency

Carroll County Public Schools (CCPS)

Division/Unit

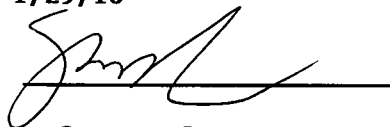
Budget and Grants Division

Item No.	Description	Retention
1.	<u>Budget Approvals</u> Carroll County Board of Education and Board of Commissioners of Carroll County approvals of budgets, budget amendments, and budget transfers.	Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.
2.	<u>Internal Budget Transfers</u> Documentation of internal budget transfers including within category transfers, allocations to cost centers within categories, restricted fund carry-forwards and small grants established by transfer from restricted budget pools.	Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.
3.	<u>MSDE Budget Reports</u> MSDE budgetary reports including annual reports on budgets, non-recurring costs and others which may be required and any supporting documentation.	Retain in office for 1 year, move to offsite storage for an additional 6 years, then destroy.
4.	<u>Grants Received Files</u> Individual Grant Files – include application, notices of grant award, approval of grant change submissions, copies of MSDE financial reports, CCPS financial system reports, interim and final programmatic reports.	Retain in office 1 year after grant end date or submission of all grant reports (whichever is later); move to offsite storage for an additional 6 years or 1 year after audit requirements are met, whichever is later, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 1/29/10

Signature



Typed Name Stephen Guthrie

Title Assistant Superintendent, CCPS

Schedule Authorized by State Archivist

Date 1 March 2010

Signature



Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1830	AGENCY RECORDS INVENTORY PAGE <u> 1 </u> OF <u> 4 </u>
1. Department/Agency Carroll County Public Schools	2. Division Administrative Services	3. Unit Budget & Grants
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Grants Received Files	5. Earliest Year/Latest Year <u> 2002 </u> to <u> 2009 </u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <p style="text-align: center;">Notices of grant award, including approvals of any grant amendments, and reports to grantors.</p>		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u> 1 </u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u> Banker Boxes </u> <hr/> 10. Annual Accumulation <u> 1 </u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u> Banker Boxes </u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u> 7 </u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Budget Office; Kessler Building	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent Records retained for 7 years.	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for 2 years in the Finance office. Transfer to Kessler storage facility for an additional five years, then destroy.	
19. Name and Title of Preparer Andrew C. Sexton, CPA Supervisor of Budget and Grants	20. Telephone Number 410-751-3083	21. Date January 22, 2010

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u> 2 </u> OF <u> 4 </u>
1. Department/Agency Carroll County Public Schools	2. Division Administrative Services	3. Unit Budget & Grants
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Budget Approvals	5. Earliest Year/Latest Year <u> 2002 </u> to <u> 2009 </u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Approvals of budgets, budget amendments, and budget transfers by the Boards of Education and County Commissioners.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u> 1 </u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u> Banker Boxes </u> <hr/> 10. Annual Accumulation <u> 1 </u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u> Banker Boxes </u>
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13. Current Location(s) (Bldg., Floor, Room) Budget Office; Kessler Building	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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1. Department/Agency Carroll County Public Schools		2. Division Administrative Services		3. Unit Budget & Grants	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Internal Budget Transfers			5. Earliest Year/Latest Year <u>2002</u> to <u>2009</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Authorization and documentation of internal budget transfers including within category transfers, allocations to cost centers within categories, restricted fund carry-forwards, and small grants established by transfer from restricted budget tools.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes</u> 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Banker Boxes</u>	
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13. Current Location(s) (Bldg., Floor, Room) Budget Office; Kessler Building			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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1. Department/Agency Carroll County Public Schools	2. Division Administrative Services	3. Unit Budget & Grants
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title MSDE (MD State Dept. of Education) Budget Reports	5. Earliest Year/Latest Year <u> 2002 </u> to <u> 2009 </u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Budgetary reports to MSDE including: annual submission of budget approval by Board of Education and County Commissioners, non-recurring costs, and certification of maintenance of effort, with supporting documentation.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u> 1 </u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u> Banker Boxes </u> 10. Annual Accumulation <u> 1 </u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u> Banker Boxes </u>
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13. Current Location(s) (Bldg., Floor, Room) Budget Office; Kessler Building	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reports Reports filed with MSDE	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent Records retained for 7 years.	
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